



DEPARTMENT OF THE ARMY
U.S. Army Forces Central Command - SA
RIYADH SAUDI ARABIA
APO AE 09852



#2002-11

**POLICY LETTER # 11 – Smoking and Special Rules for
Ramadan**

11 Aug 02

1. **Applicability.** This Policy Letter applies to all military personnel and federal civilian employees assigned, attached, on temporary duty, or otherwise sent to Saudi Arabia to support ARCENT-SA. It also applies to any unit, section, detachment, or other organizational entity attached to or otherwise under the direction or control of ARCENT-SA. This Policy Letter also applies to all family members accompanying the military personnel and federal civilian employees. The term “federal civilian employees” includes individuals who have an employment or contractual relationship with the Department of the Army, Department of Defense, or any other U.S. Government agency.

2. **General Purpose.** This letter establishes policy on the use of smoking-tobacco products in buildings and on facilities over which ARCENT-SA has custody, control, or responsibility. This policy is intended to increase readiness by establishing a relatively smoke-free environment, to enhance safety by limiting smoking locations, and to protect against offending our host nation’s religious sensibilities during the Islamic month of Ramadan.

3. **Restrictions on Smoking Locations.** As a general rule, smoking is prohibited at and in all areas of the following locations:

a. All sets of living quarters, of any description or design, including, but not limited to, suites, trailers, villas, apartments, houses, barracks, or tents, and whether or not shared by other occupants. (Smoking is allowed on porches or balconies as long as receptacles for smoking waste are provided and the area is clear of any materials that might cause a hazard during smoking).

b. All dining facilities.

c. All warehouses, auditoriums, conference rooms, recreation rooms, rest rooms, classrooms, gymnasiums, fitness centers, offices, maintenance facilities, storage facilities, and all other indoor locations.

d. All military vehicles, including non-tactical vehicles.

e. All aircraft.

f. All locations where smoking presents a safety hazard, for example, ranges, ammunition storage areas, fuel dumps, hazardous waste sites, motor pools, and equipment maintenance shops.

g. The ARCENT-SA Commander may designate a specific location where smoking is authorized, to include a specific office in a work or residential villa.

4. Requests for and approval of Designated Smoking Areas. Smoking will be allowed only at such outdoor locations specifically approved, in writing, by the ARCENT-SA Deputy Commanding Officer (DCO). The Commander, ARCENT-SA delegates approval authority solely to the DCO for approval of designated smoking areas unless previously approved under the authority of paragraph 3g. The following rules apply to approval:

a. The request to the DCO must be in writing, from the section head or supervisor, and must identify a specific outdoor area under the requester's direct control or responsibility.

b. Section heads and supervisors must ensure that:

(1) The second hand smoke from tobacco usage will always be sufficiently isolated to protect non-smokers from its effects.

(2) The designated area always has sufficient receptacles for smoking waste.

(3) The receptacles provided are used by all smokers in that area.

(4) The designated area is always free of any material that might become a safety hazard during smoking.

5. The ninth month of the Islamic Hegira calendar is Ramadan. The month of Ramadan is a period of significant religious importance to people of the Islamic faith. It is a period of complete abstinence from food, drink, and physical pleasures from dawn to dusk. As visitors to this country, we must observe certain rules of behavior during this month. During the Islamic month of Ramadan, the following additional restrictions must be obeyed:

a. Smoking during daylight hours at any location where smoking could possibly be observed by a Muslim is prohibited. This prohibition extends to all such locations in Saudi Arabia, whether or not on an ARCENT-SA or other U.S. military facility. Supervisors and section heads will coordinate with the DCO for designation of outdoor smoking areas that are isolated against possible observation by a Muslim, but which do not violate the other provisions of this policy letter. Each designated area must be clearly marked as a Ramadan smoking area. Smoking is prohibited except in the designated Ramadan smoking areas during Ramadan.

b. Minimize off-post travel during daylight hours.

c. Avoid eating, drinking, and chewing gum in public or in vehicles during daylight hours.

d. Do not offer food, beverages, or tobacco-products to Muslims during daylight hours.

e. Remain tolerant of the increased prayers coming over the loud speakers.

f. Do not make any disparaging remarks about Ramadan to any Muslim.

g. Do not make any disparaging remarks about fasting to Muslims, including U.S. service members of the Islamic faith.

6. Anticipate increased activity by the religious police if you must travel off-post. Consequently, remain sensitive to the scheduled prayer times and do not remain outside during these times. Remain vigilant in observing the rules on proper attire. Moreover, do not engage in any public display of affection with a member of the opposite sex during daylight hours. Also avoid any “loud” behavior or “horseplay” that would draw attention to you.

7. During Ramadan many Saudis socialize and visit with family and friends. Driving can be especially hazardous during the hours of 1600 to 1900 hours and 2300 to 0600 hours. Throughout the Ramadan period, commanders will limit off post travel to mission essential trips. Requests for exceptions will be coordinated with the commander, ARCENT-SA.

AFRD-SA-CDR

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8. ARCENT-SA civilians are required to work during the Ramadan period. However, civilians are authorized appropriate EID leave (with/without Designated Pay TBD). All attempts will be made to maintain civilian support transportation through the Ramadan period excluding EID. In the event that civilian support transportation is unavailable, individual sections are responsible for the transportation of their employees. Carpooling among sections with assigned civilians is encouraged for overall efficiency.

9. This Policy Letter supersedes and rescinds all previous Policy Letters on this subject.

// ORIGINAL SIGNED //
THOMAS H. STANTON
COL, AD
Commanding

DISTRIBUTION:

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